

## **Report to the Governor and Legislature**

### **Expansion of the Basic Food Employment and Training Program *as required by RCW 74.04.535***

**November 2011**

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# Expansion of the Basic Food Employment and Training Program

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# BASIC FOOD EMPLOYMENT AND TRAINING PROGRAM EXPANSION

## REPORT TO THE GOVERNOR AND LEGISLATURE

### EXECUTIVE SUMMARY

[RCW 74.04.535](#) requires the Department of Social and Health Services (DSHS), Employment Security Department (ESD), and the State Board for Community and Technical Colleges (SBCTC) to work in partnership to expand the Washington State's Basic Food (formerly known as food stamps) Employment and Training (BFE&T) program. The law required the three agencies to expand the program to three additional community colleges or other community-based locations, and to expand capacity at participating colleges.

The law also requires the three agencies to annually track and report outcomes of the program, including those achieved through performance-based contracts. Reported outcomes will include:

1. Federal funding received;
2. Number of participants served;
3. SBCTC Student Achievement Momentum points;\*
4. Number of participants who enter employment:
  - a. During participation; or
  - b. After participation in BFE&T; and
5. Average wage of jobs attained.

The areas of Washington State and their resident colleges operating BFE&T activities as of October 1, 2011 include:

King County: Bellevue College, Green River Community College, South Seattle Community College, Highline Community College, North Seattle Community College, Renton Technical College, Seattle Central Community College, and Shoreline Community College

Kitsap County: Olympic College (as of 4/2011)

Snohomish County: Edmonds Community College and Everett Community College

Skagit County: Skagit Valley College

Whatcom County: Bellingham Technical College, Whatcom Community College (as of 10/2011)

Lewis County: Centralia College

Spokane County: Spokane Community College

Pierce County: Bates Technical College (as of 10/2011) and Clover Park Technical College (as of 4/2011)

Grant County – Big Bend Community College (as of 10/2011)

\* Student Achievement Momentum Points is an SBTC initiative aimed at measuring colleges and awarding funds to them for improvements in the significant steps students take towards higher achievement. See chart on page 7.

By the middle of federal fiscal year 2011, the Department had exceeded the program growth requirements of RCW 74.04.535 by adding four new colleges and two new community based organizations as BFE&T partners. Since that time, three more colleges and four additional community based organizations have signed on to offer BFE&T services starting October 1, 2011.

In addition to required BFE&T program reported outcomes, this report includes the following information: (1) an overview of the program; (2) FFY 2011 reimbursement activity and outcomes to date; (3) amount of federal funding approved for FFY 2012; and (4) a summary of E&T program changes approved under the new state pan.

## **PROGRAM OVERVIEW**

The Washington State Basic Food Employment and Training (BFE&T) program provides job search, job search training, self directed job search, educational services (ABE, ESL, and GED), workforce skills training (vocational education), community service placements, and other employment opportunities to Basic Food recipients not participating in the state's Temporary Assistance for Needy Families (TANF) program. The BFE&T program is an important part of the state's comprehensive workforce development system serving the needs of low-income individuals, displaced workers, and employers by encouraging financial independence from public assistance through skill acquisition, personal responsibility and gainful employment.

During FFY 2011, the Department of Social and Health Services (DSHS), Washington Employment Security Department (ESD), and other public and private agencies operated a BFE&T reimbursement project initiative in King, Kitsap, Lewis, Pierce, Snohomish, Spokane, Skagit and Whatcom Counties. The partnership consisted of eight (8) community-based organizations (CBO, see page 8) and 16 community and technical colleges. The project provided employability assessments and a menu of services to eligible participants. These services included:

- Assessment
- Case management
- Job readiness training
- Basic skills/ESL training (e.g., literacy, math, vocational ESL, GED preparation)
- Vocational training, job search assistance, job placement, and support services (e.g., transportation, child care, housing, clothing, and skill/wage progression)

Some college programs typically attended by BFE&T participants are:

- Business Management and Administration - The highest enrollments in this career cluster are in office management, business administration, and bookkeeping;
- Health Services - Health services include substance abuse counselors, medical, dental, and nursing assistants, radiation technicians, and medical records clerks;

- Information Technology - This cluster includes students in network systems technician programs, computer graphics, and micro-computer applications;
- Manufacturing - Welding makes up the majority of students in this career cluster;
- Nursing- Nursing, one of the the largest population of BFE&T students comprises those in Practical Nursing and Registered Nursing classes. Nursing assistants are counted in the health services sector;
- Transportation, Distribution and Logistics - Includes auto mechanic and truck/bus drivers; and
- Basic Skills.

Washington will continue to provide these services for FFY 2012 and has added another three partner colleges and four CBOs to the project. The program will be operated consistent with the March 18, 2010 FNS funding requirements guidance and with the interpretation of OMB Circular A-87.

Program costs are expected to increase in FFY 2012 due to the:

- Increase in the number of BFE&T community partners and the resulting increase in capacity to serve a larger number of participants.
- The enacted Food, Conservation and Energy Act of 2008 allows states to issue post employment support services, also known as job retention services. Effective October 1, 2011, Washington State will make this support service available and allow reimbursement to those partners that wish to implement the job retention services option. Job retention services can be provided to individuals who have secured employment to help them achieve satisfactory performance, keep the job, and to increase earnings over time. Job retention services:
  - Can be provided for a maximum of 90 days post employment;
  - May extend to households leaving Basic Food up to the 90 day limit; and
  - Are only for individuals who have received other employment/training services under BFE&T.

Due to the economic recession, the expanded eligibility and program rule changes, the state anticipates that numbers of potential participants will continue to rise as the Basic Food caseload increases and information about the availability of services reaches Basic Food recipients.

Any future service expansion is dependent on the availability of partners with matching state and local funds in the participating counties. At this time, community colleges are the logical partners for expansion due to their variety of workforce development programming, geographic distribution, and the availability of state funds for match. The new community college partners will increase access to services through the reimbursement project.

## **BFE&T HIGHLIGHTS FOR FFY 2011**

Outcomes reported to FNS during FFY 2011 include:

- From October 1, 2010 to September 1, 2011, BFE&T served 12,373 participants.
- The employment rate for individuals that started services during the second quarter of FFY 2009 is 67%, with a median wage of \$10.77.
- Between July and September 2009: 1605 individuals started in BFE&T activities. Of these 886 (55.2%) were employed after 12 months with a median hourly wage of \$10.33.
- Between October and December 2009: 757 individuals started in BFE&T activities. Of these 441 (58.3%) were employed after 12 months with a median hourly wage of \$10.15.
- Between January and March 2010: 1869 individuals started in BFE&T activities. Of these 1023 (54.7%) were employed after 12 months with a median hourly wage of \$10.66.
- Between April and June 2010: 1366 individuals started in BFE&T activities. Of these 694 (50.8%) were employed after 9 months with a median hourly wage of \$10.36.
- Between July and September 2010: 1616 individuals started in BFE&T activities. Of these 669 (41.4%) were employed after 6 months with a median hourly wage of \$10.44.

## **REIMBURSEMENT ACTIVITY AND OUTCOMES**

For FFY2011, as of September 01, 2011, the BFE&T program (see Appendix A):

- Served 12,373 participants.
- Was awarded \$3,620,082 in 100% federal grant funding (expended \$ 1,952,452 of the award as of September 1).
- Was approved to receive up to \$5,277,746 in federal 50/50 matching funds for participant reimbursement and additional E&T expenditures.
- Expended \$3,329,187 in matching federal funds.
- Invested \$3,329,187 in local matching funds.

It is important to note that the federal fiscal year did not end until September 30, 2011. The Department anticipates that BFE&T partners will bill an additional \$ 1.4 million in requests for federal matching funds.

# Basic Food Education and Training Student Achievement Momentum Points

Academic Year: 2009-10



| Title           | Basic Skills | College Readiness | First 15 Credits | First 30 Credits | Quantitative/ Computation | Certificate, Degree, Apprenticeships | Total Points  |
|-----------------|--------------|-------------------|------------------|------------------|---------------------------|--------------------------------------|---------------|
| Bellevue        | 179          | 154               | 189              | 165              | 81                        | 80                                   | 848           |
| Bellingham      | 190          | 214               | 179              | 181              | 154                       | 127                                  | 1,045         |
| Centralia *     | 0            | 0                 | 0                | 0                | 0                         | 0                                    | 0             |
| Edmonds         | 499          | 149               | 120              | 113              | 47                        | 75                                   | 1,003         |
| Everett         | 190          | 203               | 121              | 103              | 15                        | 22                                   | 654           |
| Green River     | 289          | 279               | 267              | 220              | 62                        | 114                                  | 1,231         |
| Highline        | 836          | 198               | 164              | 115              | 100                       | 21                                   | 1,434         |
| Renton          | 140          | 5                 | 74               | 77               | 46                        | 40                                   | 382           |
| Seattle Central | 99           | 35                | 40               | 26               | 7                         | 6                                    | 213           |
| Seattle North   | 202          | 82                | 60               | 48               | 7                         | 16                                   | 415           |
| Seattle South   | 504          | 349               | 390              | 322              | 138                       | 106                                  | 1,809         |
| Shoreline       | 255          | 97                | 91               | 89               | 58                        | 71                                   | 661           |
| Skagit Valley   | 192          | 206               | 131              | 113              | 57                        | 29                                   | 728           |
| Spokane *       | 0            | 0                 | 0                | 0                | 0                         | 0                                    | 0             |
| <b>Totals</b>   | <b>3,575</b> | <b>1,971</b>      | <b>1,826</b>     | <b>1,572</b>     | <b>772</b>                | <b>707</b>                           | <b>10,423</b> |

## NOTE:

\* Offered BFE&T services in FY 2010 only as first year partner

This is preliminary data, being the first year SBCTC collected it for the BFE&T program and it may not reflect all of the points earned. More viable and accurate data for 2010-2011 will be available in the coming months.

Student Achievement Momentum Points is a State Board Initiative begun in 2006, aimed at measuring colleges and awarding funds to them for improvements in the significant steps students take towards higher achievement. Each point represents a BFE&T student reaching the goal or achievement described in each column. Some totals may include multiple achievements for the same student, in other words the student could achieve a certain goal more than one time and each time the goal is achieved the college is awarded a point. These achievement points, which are awarded by SBCTC are meaningful for all students across demographic characteristics (race, age, income, employment status), academic program or entering skill levels (basic skills, remedial, workforce education, academic transfer), intensity of enrollment (part-time or full-time enrollment), and type of institution attended (urban, rural, large, small, community college, technical college). Rigorous data analysis has identified achievement points that once accomplished, substantially improve students' chances of completing degrees and certificates.

There are four categories of Achievement measures:

- Building towards college-level skills (basic skills gains, passing precollege writing or math)
- First year retention (earning 15 then 30 college level credits)
- Completing college-level math (passing math courses required for either technical or academic associate degrees)
- Completions (degrees, certificates, apprenticeship training)

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## PROGRAM CHANGES FOR FFY 2012

**Job Retention Services:** The enacted Food, Conservation and Energy Act of 2008 allows states to issue post employment support services, also known as job retention services. Effective October 1, 2011, Washington State will make this support service available and allow reimbursement to those partners that wish to implement the job retention services option. Job retention services:

- Will be provided for a maximum of 90 days post employment;
- May extend to households leaving Basic Food up to the 90 day limit; and
- Will only be offered to individuals who have received other employment/training services under BFE&T.

The Department will monitor and store requests for reimbursement of job retention services using the Electronic Jobs Automated System (eJAS) to make sure they are provided to individuals who have secured employment, help individuals achieve satisfactory performance, keep the job, and to increase earnings over time.

Although the language in the Act does not provide specific rules for implementing this option, the recently published FNS 2011 E&T Toolkit gives some guidance and allows a state the discretion to choose the job retention services it wishes to offer. Allowable job retention services in Washington's BFE&T program may include:

- Clothing required for the job;
- Equipment or tools required for a job;
- Relocation expenses;
- Transportation expenses;
- Child care;
- Post employment counseling, coaching and other case management activities.

**Maximum Allowable Participant Reimbursement for Transportation and Clothing Expenses:** Washington, like other states, is experiencing significant increases in the cost of living and that especially includes cost of transportation and in many places the cost of decent clothing. For this reason, the BFE&T program has allowed a modest increase in the maximum allowable participant reimbursement support services for transportation and clothing.

- Transportation reimbursement will increase from \$100 per participant per month to \$150 (including match)
- Clothing allowance will increase from \$200 per participant per program year to \$300 (including match)

**Addition of Dependent Care Reimbursement Support Services:** BFE&T has added a CBO partner (Seattle Milk Fund) this year that specifically provides help with child care expenses for those attending certain partner colleges. Seattle Milk Fund serves families in the Seattle area by providing childcare grant(s) and an education grant to help them achieve their academic goals. This CBO will work with partner colleges to identify eligible participants and send payments directly to child care providers until the participant becomes eligible for financial assistance from other funding sources such as



the state's Working Connections Child Care program. Other community and technical colleges and CBO partners have budgeted participant reimbursement for child care on a limited basis as matching funds become available and the need exists.

**Addition of Tribal Partner:** BFE&T is adding a tribal organization partner (Northwest Indian College – Lummi Nation) this year that is eligible for enhanced match at the 75% reimbursement rate.

### **Community Based Organizations (CBOs)**

#### **YWCA of Seattle King County**

The YWCA operates two BFE&T programs that were uniquely developed to serve Basic Food recipients. The primary program is a partnership with community colleges in which community colleges provide education and training, and the YWCA provides case management, job search assistance, and support services provided consistent with Washington's BFE&T Contractor Procedures Manual. All of which is designed to help increase college attainment and move participants to self sufficiency. The other is a stand-alone program that provides BFE&T participants assessment, job readiness training, job search assistance, career planning and development, job placement, case management. The YWCA's BFE&T services are provided exclusively for appropriate Basic Food recipients.

#### **Seattle Jobs Initiative (SJI)**

SJI's BFE&T program offers participants different routes to employment, including direct job placement and sector vocational training. As part of direct job placement, SJI's CBO partners provide BFE&T participants wrap around supports: recruitment, assessment, job readiness training, barrier removal, case management, job placement, and retention services. They also receive support services provided consistent with Washington's BFE&T Contractor Procedures Manual. As part of sector training, they have access to community college education and training lasting 11 to 22 weeks, longer term training options last up to four quarters, and instruction in soft/success skills, interviewing job search, and resume writing, in addition to wrap around supports and support services. SJI's BFE&T services are provided exclusively for appropriate Basic Food recipients.

#### **FareStart**

FareStart is a culinary job training and placement program for homeless men and women, and those at risk of becoming homeless. Its 16 week comprehensive training program includes Culinary training taught through a combination of classroom instruction and hands on training in the FareStart kitchen that produces meals for its restaurant, catering service, and contract meals program that serves shelters and child care centers. (The revenue generated through these enterprises goes directly to support the FareStart job training and placement program.) FareStart will provide case management and support services provided consistent with Washington's BFE&T Contractor Procedures Manual. Life skills training will be provided for all participants. Job placement and services that help participants find and retain jobs, and achieve wage progression FareStart's BFE&T services are provided exclusively for appropriate Basic Food recipients.

### Port Jobs

Port Jobs, through its Airport Jobs center located at Seattle-Tacoma International Airport, provides BFE&T participants help getting jobs at the airport, including job search assistance, interview preparation training, job placement, intensive case management, and access to support services provided consistent with Washington's BFE&T Contractor Procedures Manual. They will also provide free tax preparation and financial coaching. Most of those served by Airport Jobs live in the low income communities surrounding the airport, including White Center. Many are immigrants and refugees. Airport Jobs will be providing uniquely developed case management services in support of BFE&T participants in job search and related activities. Port Jobs BFE&T job search case management services are provided exclusively for appropriate Basic Food recipients.

### Tacoma Community House (TCH)

TCH will provide services to eligible BFE&T participants that address short & long term solutions for participants who are unemployed or underemployed & for older youth entering the job market. The TCH Adult Literacy and Employment program (Bridge) works with adults and youth (16-21) who lack essential skills to get living wage jobs or to enter training programs that will prepare them for higher paying jobs. The program provides 1) English language (ESL) and adult literacy classes (reading, writing, and math and GED preparation (adults 21 and over only), 2) employment readiness and placement services that prepare individuals for immediate employment, 3) case management and career guidance, 4) employment case management, placement and follow-up for adults, and 5) helping students transition to college or other training programs so they can get higher paying jobs.

### Seattle Goodwill Industries (SGI)

SGI helps disadvantaged people in King County achieve economic independence through programs designed to assist those with significant barriers to employment. SGI plans to provide a job search component, education services, vocational training, and case management services for BFE&T eligible participants. Program offerings include:

- Retail Customer Service Job Training Program – includes an integrated job search component as well as on-the-job training
- Cashiering/Customer Service class – a less intensive class than the full-time Retail Job Training program without the job search or on-the-job training
- English for Speakers of Other Languages classes – from pre-literate to high-intermediate levels
- Computer classes – basics (operation/internet/email), MS Word, MS Excel, MS Outlook, online job search, and keyboarding
- GED Preparation
- Community College 101 – a class that helps participants transition to job training programs in the community college system
- Job Search – individualized assistance for students in classes other than the Retail training program
- Case Management – all students complete an individual employment and training plan with a Case Manager; support services are provided on an individual basis (help with housing, clothes, health care, vision, transportation, information and referral, etc.)

#### CARES of Washington

CARES operates two BFE&T programs that were uniquely developed to serve Basic Food recipients. The primary program is a partnership with community colleges in which community colleges provide education and training, and CARES provides case management, job search assistance, and support services provided consistent with Washington's BFE&T Contractor Procedures Manual. All of which is designed to help increase college attainment and move participants to self sufficiency. The other is a stand-alone program that provides BFE&T participants assessment, job readiness training, job search assistance, career planning and development, and job placement.

CARES BFE&T services are provided exclusively for eligible Basic Food recipients provided under their DSHS contract.

#### The Refugee Federation Service Center (RFSC)

The RFSC BFE&T programs were uniquely developed to primarily serve eligible refugee and immigrant participants. The primary program provides BFE&T participants assessment, job readiness training, job search assistance, career planning and development, job placement, case management, and supports. In addition the RFSC works in partnership with community colleges in which community colleges provide education and training, and the RFSC provides case management, job search assistance, and support services provided consistent with Washington's BFE&T Contractor Procedures Manual. All of which is designed to help increase college attainment and move participants to self sufficiency. In addition, the RFSC directly provides some participants vocational training in electronic assembly, certified nursing assistant (CNA) and warehouse training. The RFSC BFE&T services are provided exclusively for appropriate Basic Food recipients.

#### Neighborhood House of Washington (NHWA)

NHWA provides help to people from numerous countries and cultures with limited resources to attain their goals for self-sufficiency, financial independence, health and community building. NHWA case workers, teachers, volunteers and tutors (many of whom are bilingual) work in neighborhoods across King County providing tutoring, citizenship classes, Head Start and Early Head Start programs, job training, case management, community health programs and transportation to more than 11,000 low-income people each year. NHWA plans to provide a special job search component for BFE&T eligible participants.

#### Washington Women's Employment & Education (WWEE)

WWEE's REACH Plus™ (Reaching Employability & Achieving Career Habits) program enhances the employability of low-income and welfare dependant individuals through focused job training, including computer skills, work habits and attitudes, financial literacy training, barrier reduction counseling, employment consultation, and wrap around supportive services such as housing and rental assistance. WWEE connects with local employers for job placement opportunities and community colleges for additional training and guided support for clients entering higher education or the trades. WWEE's Employment Services program (ES) is a value added service to participants who exhibit excellent performance in WWEE programs. Designed for graduates to receive concentrated employment services, selected candidates will have one-on-one employment coaching to create a personalized plan for gaining employment.

#### Northwest Indian College (NWIC)

Northwest Indian College is the only Tribal College serving Washington, Idaho and Oregon, and many Alaska Natives. NWIC serves its main campus at the Lummi Reservation, but also has five fully serviced extension sites which offer a variety of educational offerings. NWIC's BFE&T program will offer participants opportunities throughout its five Washington state sites (Port Gamble S'Klallam, Swinomish, Tulalip, Muckleshoot, and Nisqually) for a variety of comprehensive Workforce Education programs that are linked with employers, both Native and non-Native, to provide employment opportunities, and which include internships, practical experience, and clinical job experience, as well as partnering with local WorkSource organizations and Tribal Employment Rights Organizations (TEROs) to assist with employment. Each Workforce Education program has built-in soft skills training, job readiness training, and participants are assessed for reading and math skill level during program orientation. BFE&T training options include but are not limited to: Nursing Assistant, Caregiver, Phlebotomy, Community Health Representative/Child Health Advocate, Office Skills, Medical Reception, Electronic Recordkeeping, Medical Billing and Coding, Marine Technology (Composite boat repair and maintenance, Marine propulsion, Marine Electric/electronics, and Marine Systems), Diving (includes harvest diving, debris clean-up, underwater repair (bridges, piers, etc.), potable water, scientific monitoring and data gathering, and underwater welding), Green Construction/energy, weatherization and energy audit, and geothermal assessment, testing and installation. NWIC also provides other training on-demand by industry.

#### King County Jobs Initiative (KCJI)

King County Jobs Initiative provides employment and training services to individuals who are engaged in the criminal justice system but no longer incarcerated. These services are provided through Community Based Organizations on contract with KCJI to provide outreach, recruitment and enrollment, comprehensive case management, job readiness training, enrollment into training, support services, job placement and job retention. Currently 90% of the participants enrolled into KCJI are either on Basic Food (Supplemental Nutrition Assistance Program or SNAP) or Basic Food eligible. As a new participant of the BFE&T program, KCJI will be able to increase vocational training options for its participants by accessing sector training available at community and technical colleges. While most participants will participate in short term training, (approximately 12 weeks) it is expected that some will use this experience to further their educational goals and pursue an Associate or Bachelor's Degree using other funding sources.

#### Seattle Milk Fund (SMF)

Seattle Milk Fund of Seattle believes that a strong community exists when parents earn a college degree/certificate to secure a living wage and when their children experience a strong early learning foundation. SMF serves families where one parent attends college, full-time, with incomes up to 250% of the federal poverty rate. Each academic quarter, families receive a childcare grant(s) and an education grant to help them

achieve their academic goal. SMF plans to provide childcare grants to BFE&T eligible participants attending BFE&T participating colleges or technical schools in the Seattle/King County area. All childcare grants under this contract will be paid directly to the childcare provider.

### **Community and Technical Colleges**

The BFE&T program role for the participating Washington Community & Technical Colleges is to meet the urgent need to educate more low income participants to higher levels of skill and knowledge to help this population transition to self-sufficiency.

Through a contract with the Washington State Board for Community and Technical Colleges (SBCTC), 19 colleges will be providing BFE&T services in FFY 2012. BFE&T services provided will be limited to those that are necessary and reasonable for students to participate and fulfill the intent of the BFE&T program and are above and beyond services typically provided to the general student population. The services designed to help students attain skills necessary for employment and self-sufficiency include case management, job search and job readiness training, vocational education, Adult Basic Education (ABE), English As A Second Language (ESL), General Education Development (GED), and participant support services.

Colleges providing BFE&T services include: Green River Community College, Highline Community College, Renton Technical College, Bellevue College, South Seattle Community College, Seattle Central Community College, North Seattle Community College, Shoreline Community College, Everett Community College, Edmonds Community College, Skagit Valley College, Bellingham Technical College, Centralia College, and Spokane Community College. Two additional colleges, Olympic College, and Clover Park Technical College, began offering BFE&T services spring quarter 2011. Three new colleges in geographically diverse areas of the state, Whatcom Community College, Big Bend Community College, and Bates Technical College have been added for FFY 2012.

Of the colleges not currently participating, five have recently expressed interest in the program, and we will follow up with those colleges during the next expansion of the program. Preliminary discussions have begun with:

- Grays Harbor College;
- Lake Washington Institute of Technology;
- Peninsula College;
- South Puget Sound Community College; and
- Spokane Falls Community College

The FFY 2012 program application and review process was implemented with the funding requirements clarification in place. The existing billing process and planned college monitoring visits, conducted by SBCTC administrative staff, will ensure implementation of this guidance. The SBCTC takes an active role in facilitating program planning and the future growth of the BFE&T program. They additionally provide program overview and clarification of policy to colleges considering future delivery of BFE&T services.

## **NEXT STEPS**

### **Strategic Planning – Five-Year Plan**

The Department will hold two strategic planning meetings in the fall of 2011. Participants will include stakeholders and partners from interested state agencies and affected community based organizations and advocacy groups. The goal of the planning meetings will be to set goals for the program for the coming years and identify ways to expand services state-wide and work across organizational structures to seize opportunities for growth and find new sources for matching funds to draw down federal funding vital for the state's economic growth.

### **Expansion of Local Match Initiative (reimbursement Provision):**

Washington will continue to pilot a local partnership initiative within King, Kitsap, Lewis, Pierce, Spokane, Snohomish, Skagit and Whatcom Counties to leverage BFE&T federal matching funds. For FFY 2012, the partnership will expand services by adding additional SBCTC educational institutions. The partnership will expand program services to Grant County for recipients who volunteer to participate in this area. There is a potential to expand to additional colleges by mid-year.

The services provided remain unchanged in the BFE&T reimbursement pilot project and the expansion sites with the exception of adding job retention support services described earlier. Services for FFY 2012 include:

- Assessment
- Case management
- Job readiness training
- Basic skills/ESL training (e.g., literacy, math, vocational ESL, GED preparation)
- Vocational training
- Job search assistance
- Job placement
- Job retention support
- Support services (e.g., transportation, child care, housing, and clothing)
- Skill and Wage Progression

The costs for federal matching funds will consist of charges reported on a cash or accrual basis by DSHS as "project costs." The project costs will be financed with eligible partner evidenced expenditures by reimbursement from other nonfederal public agencies and institutions. Cash contributions, which may be given by any person, company or organization, may also be used to draw down federal matching BFE&T funds.

All funds received from counties, cities, and other sources of public funds are public funds when they are received by the non-profit organizations. However, these funds become private funds

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once expended. In order for private funds to be used as the match for the reimbursement project, the contracts with the reimbursement partnership must certify the total amount of local funds expended on the reimbursement project activities before reimbursement. Funding certification is obtained using an approved DSHS form. The funds used as match for this program cannot be used as match for another federal program and must be:

- 1) Non-federal funds unless specifically allowable under federal law,
- 2) Necessary and reasonable to accomplish the program goals,
- 3) Under the Contractor's complete control, without restriction requiring use for other purposes, and
- 4) Comply with regulations contained in 7 CFR 277 and all applicable federal laws.

DSHS anticipates that the reimbursement project initiatives will allow other Local Planning Areas (LPA) to identify local partners interested in donating "in kind" match (i.e. their time, money, or resources). DSHS supports the initiative to identify alternative sources of funding that are working toward the goals of assisting Basic Food recipients in obtaining employment, participating in work programs or education and training activities and helping them achieve long-term self-sufficiency. The state of Washington continues to retain the flexibility to expand and implement the reimbursement project initiative statewide.

#### **Requests for Additional 100% Federal E&T Funds:**

In early July 2010, the USDA Food and Nutrition Service (FNS) advised the Department that the community and technical colleges can use some of their under spent 100% E&T funds to pay for tuition costs (which is considered an administrative expense) and help make up for any loss in 50% match funding. Washington pursued the opportunity to obtain \$1.75 million in unused 100% funds from other states and was notified in early February 2011 that the additional funds were approved.

The Department will continue to seek out opportunities for expansion and annually track and report outcomes of the program including those achieved through performance-based contracts.

**APPENDIX – A**  
**Planned Fiscal Year Costs of the State E & T Program by Category of Funding**

|   | Budgeted<br>FFY 2011 | Expenditures to date<br>FFY2011 | Proposed<br>Budget FFY 2012 |
|---|----------------------|---------------------------------|-----------------------------|
| 1. E & T Grant Funds (100% Federal)   | \$ 3,620,082         | \$ 1,952,452                    | \$ 2,011,471                |
| 2. Additional E & T Expenditures:   | \$ 8,442,214         | \$ 5,702,348                    | \$ 11,412,027               |
| 50% Federal -----   | \$ 4,221,107         | \$ 2,851,174                    | \$ 5,825,261                |
| 50% Local -----   | \$ 4,221,107         | \$ 2,851,174                    | \$ 5,586,766                |
| 3. Participant Expenses Reimbursed:   |                      |                                 |                             |
| a. State limit per month per participant<br>for transportation / other costs    | \$ 2,113,277         | \$ 956,026                      | \$ 3,431,742                |
| 50% Federal -----   | \$ 1,056,639         | \$ 478,013                      | \$ 1,827,266                |
| 50% Local -----   | \$ 1,056,639         | \$ 478,013                      | \$ 1,604,476                |
| b. Up to statewide limit per month per<br>dependent<br>for dependent care costs |                      |                                 | \$ 270,950                  |
| 50% Federal -----   |                      |                                 | \$ 150,688                  |
| 50% State -----   |                      |                                 | \$ 120,262                  |
| c. Above the statewide limit per month for<br>dependent care costs:             |                      |                                 |                             |
| 100% State  |                      |                                 |                             |
| 4. TOTAL E & T Program Costs<br>(1+2+3a+3b+3c=4):                               | \$ 14,175,573        | \$ 8,610,827                    | \$ 17,126,190               |